



Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
DIVISION OF CAVITE  
Trece Martires City



7490

## MEMORANDUM

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID and OIC Chief, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

FROM: *for em alnido*  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

SUBJECT: **DIVISION MANAGEMENT COMMITTEE MEETING**

DATE: September 26, 2016

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Please be informed that there will be a Division Management Committee Meeting on October 10, 2016 at Manila Ocean Park, Manila from 9:00 a.m. to 3:00 p.m. After the meeting there will be a free tour the facilities of Manila Ocean Park.

Participants to the said activity are all the Elementary and Secondary School Heads and Teachers-in-Charge, Education Program Supervisors and Specialists, Project Development Officers, Public Schools District Supervisors and Division Unit Heads.

Meals to be served are lunch and pm snack thus please be advised to arrange for your other food requirements.

For your information and guidance.